

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



*Joanne E. Maitland
Merit Board Chair
Lewis T. (Tom) Morelock
Executive Director*

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Examination Personnel

FROM: Jeff Brownfield
Operations Division

SUBJECT: Notice of Specification/Examination for the Program Adviser Classification

DATE: April 2, 2013

Consistent with our transition to electronic testing options, the State Universities Civil Service System (System Office) is proposing a revision to the classification plan. In this instance, our primary objective is to update the Program Adviser class and examination from an informational supplement to a credential assessment, which can be easily delivered in an electronic format. This conversion should prove to be more efficient and effective in addressing the applicant recruitment and employment components in this occupational area.

Confidential examination materials will be distributed later to meeting participants.

This proposal will be formally reviewed at a meeting on **April 17, 2013 at 10:00 a.m.** You are invited to attend the meeting at the System Office or by videoconference. We ask each employer utilizing these classifications to please participate in this process. Due to the minor revisions to the class specification and examination, we do not anticipate a lengthy meeting. Videoconference exam materials will be sent prior to the meeting. For onsite participation, examination information will be distributed upon arrival to the System Office. ***If you plan to utilize videoconference for your participation, please indicate your IP address.***

Please share this information as required, but keep in mind that the purpose of this meeting is to simply change the delivery format of the examination from an applicant-rated paper format to an employer-rated electronic test. Contact Jeff Brownfield at (217) 278-3150, Ext. 236, or by email at jeffb@sucss.illinois.gov. if you need any additional information or clarification.

Classification/Examination Review: Program Adviser

Meeting Date: **April 17, 2013 - 10:00 a.m.**

University/Agency: _____

Please respond by April 12, 2013 if your university/agency plans to participate in the Class Specification and Examination Review Meeting.

***Please indicate below which method of participation you will utilize.
(Videoconference or Physically Attending)***

If you plan to utilize videoconference for your participation, please indicate your IP address:

Name	Position	Department	E-mail Address	Method of Participation